


Revised Feb 2011	<b>DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE NAPLES, ITALY U.S. JOB OPPORTUNITY REANNOUNCEMENT</b>	
	<b>Announcement No.:</b>	EUR12-427653-SC
	<b>Opening Date:</b> 24 Aug 12	<b>Closing Date:</b> 06 Sep 12
	<b>Position Title, PP-Series-Grade:</b>	Program Assistant (O/A), GS-0344-07
	<b>Salary Range:</b>	\$33,979.00 - \$44,176.00
	<b>Work Schedule:</b>	Full Time Permanent
	<b>Location:</b>	Commander Navy Forces Europe, Commander Navy Forces Africa, Commander Sixth Fleet (CNE-CNA-C6F), Capodichino, Naples, Italy
<b>How to Apply</b>	<p>Please read the Instructions by clicking on the following link, before submitting your application/resume:  <a href="https://www.cnic.navy.mil/Naples/Departments/HumanResourcesOffice/Jobs/LocalUSVacancies/index.htm">https://www.cnic.navy.mil/Naples/Departments/HumanResourcesOffice/Jobs/LocalUSVacancies/index.htm</a></p> <p>This link above has been updated to provide detailed instructions on how to apply for US Local jobs. Applying for jobs is a personal responsibility and applicants need to ensure to submit a complete application package in order to receive proper consideration for employment.</p> <p><b>ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE CLOSING DATE OF THE ANNOUNCEMENT.</b></p>	
<b>Who May Apply</b>	<p>U.S. citizens (except for dual Italian/U.S. citizens) residing in the Naples/Gaeta commuting area who meet the following conditions:</p> <ul style="list-style-type: none"> <li>• Military Spouse and DoD Family members eligible for Schedule A 213.3106(b)(6) appointments. <a href="#">Click here</a> for detailed information regarding this eligibility; <b>or</b></li> <li>• Current DoD employees serving under career or career conditional appointments.</li> </ul>	
<b>About the Job</b>	<p>The incumbent provides direct support to the program analyst, program manager and program office by organizing, collecting, analyzing and presenting information related to the current and future program/project workload for organizations encompassing manpower, resource and financial requirements. Reviews resources expended and milestones met throughout the program segments/projects. Prepares reports for higher level employees describing problems that are recurring or causing significant delays or costs. Assists in the preparation of the program management documents. Analyzes statements of functions prepared by operating personnel or others and reviews related material. Attends planning conferences and meetings which affect current and future requirements of the program. Assists in the preparation of the agenda items, presentations and reports. Conducts interviews or brief studies to obtain, verify or clarify information relating to functions. Controls and monitors the management of records. Prepares correspondence, reports and other documents in draft and final form using a word processor. Ensures correct grammar, spelling capitalization, punctuation and format. Performs various general clerical duties in support of the organization's office operations.</p>	
<b>OPM Qualification Requirements</b>	<p><b><u>APPLICANTS MUST MEET EXPERIENCE REQUIREMENTS:</u></b></p> <p><b><u>EXPERIENCE:</u></b> One (1) year of specialized experience equivalent to at least the GS-06 grade level is required. Specialized experience is defined as experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled such as: supporting a program/project by organizing, collecting, analyzing and/or presenting information used to monitor the progress of a project/program; using computer software programs to prepare correspondence, forms or reports, briefing materials; coordinating, planning and organizing work to meet deadlines; establishing and maintaining records for manpower, resource and financial requirements; performing general office administration and clerical procedures; and performing general office administrative and clerical procedures.</p> <p><b>Applicants are strongly encouraged to develop an account in the USAJOBS system which allows you to print your completed resume <a href="http://www.usajobs.com/">http://www.usajobs.com/</a> utilizing the resume builder to complete your resume will ensure that you are providing important information about your experience and education and will optimize your consideration for vacancies.</b></p>	
<b>Job Conditions</b>	<p>1. Selectee must be eligible to obtain and maintain a Security clearance. Applicants are asked to specify on resume level of Security Clearance currently held.</p>	

	<p>2. Selectee will be required to serve one (1) year probationary period.</p> <p>3. <b>A fully qualified typist is required. Applicants must certify typing speed on resume.</b> See conditions on <a href="#">Instructions for U.S. Citizen local Vacancy Announcements</a>.</p> <p>4. Employee may be required to work overtime.</p> <p>5. Employee may be required to work other than duty hours, which may include evenings, weekends and holidays</p>
<b>Application Status</b>	For inquiries concerning job application status please call HRO CML (081) 568-5409 or DSN 626-5409, Monday through Friday, 0900-1500, at least <b>15</b> days after the closing date of the announcement, providing the announcement number. Your inquiries will be responded to within 3 business days. Applicants will be notified <b>only</b> if selected. Please contact same number above for any inquiries regarding this vacancy announcement.
	<b>THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b>